



## Clean Water State Revolving Fund – Low Interest Loans Project Questionnaire (PQ)

SCDHEC Use Only  
SRF -

### SPONSOR INFORMATION

1. Sponsor \_\_\_\_\_
2. Address \_\_\_\_\_
3. Sponsor Contact \_\_\_\_\_ Title \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

### PROJECT LOCATION

4. County(ies) where project takes place \_\_\_\_\_
- 5.A. Describe and define the project location. Please supply any **coordinates or street address(es)**.

5.B. Attach a project map, or, maps, showing both a regional view and a project level view.

### PROJECT INFORMATION *(Please refer to instructions)*

6. Project Title \_\_\_\_\_
7. Project Description - Describe the scope of the project.

8.A. List the water quality parameters this project will positively affect. \_\_\_\_\_

8. B. Describe in specific detail how water quality in the project area will be improved or protected. This should include a discussion of how the project addresses the parameter(s) indicated in #8A.

9. List any National Pollutant Discharge Elimination (NPDES) permit number(s) or No Discharge (ND) permit number(s) associated with this project. \_\_\_\_\_

10. A. This project addresses a water quality enforcement issue? ☐ Yes ☐ No  
B. This project addresses a water quality issue before it becomes a compliance issue? ☐ Yes ☐ No
11. A. This project includes a growth component. (*If "yes" see also 15.C. below*) ☐ Yes ☐ No  
B. If "A" is "Yes," is a majority of the cost of the project for growth? ☐ Yes ☐ No
12. This project intends to devote >25% of construction cost to Nonpoint Source Best Management Practices (BMPs) (*If "yes" see also 15.C. below and attach list of BMPs*) ☐ Yes ☐ No
13. This project should be considered for the Green Project Reserve (GPR)? (*If "yes" see also 15.C. below*)  
☐ Yes, Categorical (*submit summary documentation*) ☐ Yes, Business Case (*submit business case*) ☐ No
14. Indicate if this project can proceed with a traditional SRF low-interest loan, or, if principal forgiveness is available, would full or partial principal forgiveness be required. (*See also 15.C. below*)  
☐ Traditional SRF Loan ☐ Principal Forgiveness Loan Only  
☐ Traditional SRF Loan with some Principal Forgiveness Loan
15. Project Cost Estimates  
A. Total Project Cost Estimate \$ \_\_\_\_\_  
B. Estimated SRF Loan Amount \$ \_\_\_\_\_  
C. If applicable: Based on the Estimated SRF Loan Amount what is the cost of the following components?  
Attach a proposed budget and itemize the components.  
  - Estimated Growth \$ \_\_\_\_\_
  - Estimated Green \$ \_\_\_\_\_
  - Estimated Nonpoint Source BMPs \$ \_\_\_\_\_
  - Estimated Principal Forgiveness \$ \_\_\_\_\_
16. Estimated start date for construction \_\_\_\_\_
17. Has a Preliminary Engineering Report or Comprehensive Planning Document been developed for this project?  
☐ Yes ☐ No
18. Have any impediments to project start (such as acquiring easements, actions necessary for consolidation, etc.) been identified? ☐ Yes ☐ No  
If yes, are impediments being addressed? ☐ Yes ☐ No
19. Do you own all property, have easements for, or intend to have easements for all property associated with the project? ☐ Yes ☐ No
20. Service Population \_\_\_\_\_ Population Affected by Project \_\_\_\_\_
21. PQ Submitted by ☐ Sponsor ☐ Consultant, Name/Phone \_\_\_\_\_  
*If a consultant submits this form, include a letter indicating the sponsor's consent for the project.*
22. Date Submitted \_\_\_\_\_

**Mail to:** SRF Section • Bureau of Water • 2600 Bull St. Columbia, SC 29201 or  
**E-Mail to:** SRF Section Manager, Shawn Clarke, [shawn.clarke@dhec.sc.gov](mailto:shawn.clarke@dhec.sc.gov)

## Instructions For Completing The Clean Water State Revolving Loan Fund Project Questionnaire

**PURPOSE:** The purpose of this form is to gather information concerning potential projects eligible for funding from the Clean Water State Revolving Loan Fund (CWSRF). This information is used to develop a comprehensive priority list of projects that are eligible for assistance from the CWSRF. A completed Project Questionnaire does not guarantee a project will be selected to receive a low-interest loan or other SRF assistance.

**GENERAL:** Describe the project as completely as possible. Attach additional pages as needed. It is suggested to review DHEC's latest version of the Clean Water Intended Use Plan and the Clean Water Priority Ranking System documents before completing the project questionnaire. These documents may be found on the SRF Documents and Forms page of the SRF Section of the DHEC Website, <http://www.scdhec.gov/srf>. *The project explanation you give will be used to determine the project's priority ranking.*

### **INSTRUCTIONS:**

1. **Project Sponsor:** A project sponsor is a county, municipality, special purpose district, or any other public agency of the state which may own or operate a project, or any combination of two or more of these entities acting jointly to construct, own or operate a project.
2. **Address:** Mailing address of the project sponsor.
3. **Contact:** The name, title, phone number and e-mail address of a person employed by the sponsor (not a consultant) that may be contacted concerning the proposed project.
4. **County:** Indicate the county (or counties) in which the proposed project will take place.
5. **Project Location:** Provide a physical position for the project if possible, using either a street address or geographic coordinates. Also give a narrative description of the project location and attach a detailed map showing the exact location of all existing and/or planned facilities, conveyances or components related to the project. This map should include any coordinates, landmarks, addresses, highways, streams, etc. that would be helpful in locating the project site.
6. **Project Title:** The working title for this project
7. **Project Description:** Indicate the primary components of the project (e.g. size and length of sewer lines, size of treatment plant, type of treatment, elements of best management practices, etc.) If the project includes regionalization and/or consolidation, list all entities/facilities involved in the project.
8. **A. Water Quality Parameters Addressed:** List the water quality parameters that the project will address (e.g. DO, fecal, phosphorus, etc.)

**B. Water Quality Improvement:** Relate the project activities to the improvement of water quality; noting the parameters listed in A.

Examples: \*Upgrade of the City's wastewater treatment facility to the more stringent NPDES limits for BOD and ammonia will eliminate the violations of those parameters in the facility's current discharge to Moon River...

\*Interconnection and elimination of the package plant serving the Graymont Community will eliminate NPDES-violating discharges to Gray Creek...

\*Best Management Practices (BMPs) to be implemented in the Black Road area of Twin City will eliminate siltation, erosion, and stormwater-transported contaminants, which are at present degrading the water quality of Lazy Creek...

\*New interceptor and collection system will interconnect the Boomtown Community, 75% of whose septic tanks are failing and contaminating Running Creek...

\*Rehabilitation of the South Fork pump station and replacement of 3600LF of 80-year old clay pipe will address the numerous SSO's occurring during wet weather events ...

9. **NPDES or ND Number:** Indicate the NPDES or ND number of any existing wastewater treatment facilities, which are involved with the project.
10. **Non-Compliance or potential non-compliance:** Self-explanatory
11. **Growth:** "Growth" is the capacity to serve a greater area or customer base than is currently being served. Please note: growth projects may be funded through the CWSRF. However, when a majority of the project cost is for growth or to serve future growth, a CWSRF-eligible project will not be assessed on a water quality basis and will be placed last in order of priority on the Comprehensive Priority List of CWSRF Projects.
- A. Self-explanatory  
B. Self-explanatory
12. **Nonpoint Source:** Self-explanatory
13. **Green Project Reserve (GPR):** Refer to the latest EPA GPR guidance as found on the SRF Guidance page of the SRF Section of the DHEC Website, <http://www.scdhec.gov/srf>. Indicate whether the project, or part of the project, qualifies as meeting the GPR criteria, and if the project is a *categorical project* or if determination of eligibility requires a *business case*. **Please note**, both categorical and business case projects must submit documentation to be approved by the SRF Section to qualify for the Green Interest Rate. A template is available in the same location as the GPR guidance.
14. **Project Funding Preference:** Indicate the type of SRF funding requested for this project. (Principal forgiveness may be available based on congressional/EPA stipulations. For more information on eligibility for principal forgiveness, see the current version of the DWSRF Intended Use Plan, or contact the SRF Section Manager.)
15. **Project Cost Estimates:**
- A. Provide an estimated total cost of the project to be covered by all funding sources.  
B. The requested estimated SRF loan/assistance amount (would include principal forgiveness request and may be less than the estimated total cost of the project). Please include principal forgiveness amount here.  
C. *If applicable:* list the amount of the budget designated for i) growth components of the project, ii) a Green Project Reserve project or project portion, iii) Nonpoint Source Best Management Practices (BMPs) or iv) the principal forgiveness loan amount. Please attach an itemized budget for any of the categories in C and include an itemized list of the components for Nonpoint Source BMPs.
16. – 19. Self-explanatory
20. **Service Population and Population Affected:** Indicate the population of the sponsor's service area and the population affected by the project if different from the service population.
21. **Form Submitted By:** Check the proper box and enter contact information as needed.
22. **Date Submitted:** Enter date form is sent to DHEC.

Submit the questionnaire along with a map or maps, any additional explanations or documentation:

**By mail:** State Revolving Fund Section • Bureau of Water • 2600 Bull Street • Columbia SC 29201, or  
**E-Mail:** SRF Section Manager, Shawn Clarke, [shawn.clarke@dhec.sc.gov](mailto:shawn.clarke@dhec.sc.gov)

**DHEC REVIEW AND FILING.** The Bureau of Water will use the completed project questionnaire (PQ) to develop a comprehensive priority list of construction projects eligible for funding from the CWSRF. The PQ will become part of the PER file if the project is selected to receive SRF funding. Otherwise, the PQ will be on file with the Bureau of Water for three years.

*Note that only pages 1 & 2 (along with any attachments) need be submitted. And, if printing this questionnaire, double-side when possible. Thank you.*